

UCLL PLANNER

We are experiencing strange times, to say the least. Class lectures have suddenly become online lectures. Internships have been suspended. You are not allowed to meet your friends face-to-face anymore. Frankly, it is hard nowadays to get a grip on your studies and your life.

This planner is designed to help you plan your study and your day, in general.

We also provide tips if you feel overwhelmed or if you want to relax and how to do that these days.

We will get through this together.

After all, we are Moving Minds.



HOW TO START PLANNING AND ORGANISING IN COVID-19 TIMES?

Make sure to put some structure in your day:

- Get out of bed at a set time, take a break around the same time each day and determine beforehand when you will do your school work.
- Alternate work time with relax time by following your instincts. Some students are able to focus for 2 hours straight, while others need more variation. You can mimic your regular class schedule.
- Make sure to get some fresh air frequently. For example, go for a walk or a bike ride after breakfast for a breath of fresh air before you start your school work. Open your window and ventilate your room regularly.

Make sure you have a designated study area (no matter how small).

Use it for studying only, and relax elsewhere. That way you make a clear distinction between studying and relaxing. Wrap up your day by tidying up for 5 minutes and to make sure that you can start the next day with a clean desk.

Every morning, you should check Toledo/mail box/Intranet.

Try to do this no more than twice a day, otherwise you will be inundated with information. After having checked, turn off all notifications. It will help you to better focus.

Arrange a 'daily kick-off' with a friend/fellow student.

Talk about the day ahead and ask each other how it goes. Do the same at the end of the day. Maybe, you'd like to study the same subject or work on the same assignment? That way you can share thoughts or ideas. Stay connected with your fellow students, remember they are in the same situation.

Make an **overview** for each course of all tasks, assignments, study that you must have completed. Update this list each morning. Update your **to-do-list** by adding items and by putting a check mark next to those that you have finished. You can start to-do-lists on paper or by using digital tools and apps, such as Sticky Notes. They are digital post-its that you can use on your computer. Useful apps include Any.do, Wunderlist, Microsoft to-do,

Mark **all deadlines** on the UCLL planner.

Make a day plan:

- Check your to-do-list and your deadlines in order to **prioritise** your tasks. Do you find it hard to prioritise? Use the template below.
- Create a **flexible** planning, which means that you must leave room for free time. It will allow you to adapt your planning when you study slower than you anticipated, or when something unexpected comes up. Draw up a realistic planning, in sync with your own needs.
- You don't like to plan hour by hour? Divide your day in bigger chunks (morning, afternoon, evening).
- Plan your work time as well as your relax time.

Try to stick to your day plan.

- Do you have difficulties getting started? Divide your assignment/study subject in **smaller chunks**, that way it will be more manageable. Plan chunks of 20 minutes and start working. You can stop after 20 minutes. However, once you are into it, you will notice that you will probably want to continue.
- Schedule a '**reward**' after each (partial) task; a 10-minutes walk, drink a cup of coffee/tea, call a friend, listen to a fun podcast, play a game, draw, do a short workout, Apps such as Plantie or Forest can be really motivating, you can grow your own tree.

How do you prioritise?

	URGENT	NOT URGENT
IMPORTANT	Highest priority: to do now (today)	Add it to your planner
NOT IMPORTANT	Add it to your planner not to forget	Lowest priority: remove, mark as relax

EASILY DISTRACTED?

TURN OFF YOUR DISTRACTIONS!

VISUAL

- Put your favourite book/game/... out of sight
- Put only things on your desk that you need for studying
- Put your mobile where you can't see or hear it
- ...

SOUND / NOISE

- Choose a quiet work area
- Use ear plugs
- Put music on in the background
- ...

SOCIAL

- Tell the people who live in the same house with you that you are studying. Make good arrangements.
- Close your mailboxes, chats, FB, and turn off notifications.
- You can download a programme that blocks certain sites, e.g. Cold Turkey, StayFocused

STAYING INFORMED

- Check Intranet, Toledo, UCLL mailbox daily
- Follow UCLL on social media (FB, Instagram,)
- Download the UCLL app

STILL HAVING QUESTIONS?

No doubt you still have questions. So do we.

Unfortunately, we do not have all the answers.

Please contact us with any questions and we will try to answer them.

Contact your lecturer, internship coach, student counsellor, study coach, ...

You will find their contact information on the Intranet.

WE ARE HERE TO LISTEN

No classes anymore, internship suspended, friends you can't see anymore,

Do you worry about your studies? Do you feel lonely?

Do not be afraid to ask for help.

Student services of your campus are here for you ! Send an email to schedule an online appointment (Skype,).

OTHER WORRIES?

The Social Service, the housing service, student psychologists, the support team remain available.

You can email, call, Skype, Only meeting face-to-face is not possible.

UCLL PLANNER

	MONDAY 23 MARCH	TUESDAY 24 MARCH	WEDNESDAY 25 MARCH	THURSDAY 26 MARCH	FRIDAY 27 MARCH	SATURDAY 28 MARCH	SUNDAY 29 MARCH
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TIP

Doing sports together is not allowed. Go for a run/jog, exercise at home, you will surely find videos/clips online.

UCLL PLANNER

DEADLINES AND TO DO'S 30 MARCH - 5 APRIL

Monday 30 March

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Tuesday 31 March

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Wednesday 1 April

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Thursday 2 April

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Friday 3 April

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Saturday 4 April

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Sunday 5 April

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I will survive
Gloria Gaynor

#musicgiveshope

ARE YOU STARTING TO GET BORED?

- Visit an online museum, artsandculture.google.com
- Use Google Streetview to make a city trip.
- Being outdoors always feels good.
- Organise a netflix party: <https://www.netflixparty.com/>.
- Order that book that you have always wanted to read.
- You will find many more ideas on the internet

DO YOU MISS YOUR FRIENDS OR FAMILY?

Video call them. Use the video function in whatsapp, it is super easy. You can even have a chat with several people at the same time.

Research suggests that it promotes your health if you see each other while talking.

Getting through this together is the only option.

DO YOU WANT SOMEONE TO TALK TO?

Contact student services of your campus. You can email, call, Skype. Only a real face-to-face meeting is not possible at the moment.

[Leuven & Diest](#) or [Limburg](#)

We Zullen Doorgaan*
Ramses Shaffy

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*yes, it's in Dutch ;)

We Are The Champions
Queen

#musicgiveshope

UCLL PLANNER

DEADLINES AND TO DO'S 6 APRIL - 12 APRIL

Monday 6 April

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Tuesday 7 April

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Wednesday 8 April

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Thursday 9 April

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Friday 10 April

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Saturday 11 April

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Sunday 12 April


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We'll Meet Again

Vera Lynn

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UCLL PLANNER

	MONDAY 6 APRIL	TUESDAY 7 APRIL	WEDNESDAY 8 APRIL	THURSDAY 9 APRIL	FRIDAY 10 APRIL	SATURDAY 11 APRIL	
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HAPPY EASTER



UCLL PLANNER

DEADLINES AND TO DO'S 13 APRIL - 19 APRIL

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Tuesday 14 April

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Wednesday 15 April

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Thursday 16 April

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Friday 17 April

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Saturday 18 April

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Sunday 19 April

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Rising
Bruce Springsteen

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UCLL PLANNER

	MONDAY 13 APRIL	TUESDAY 14 APRIL	WEDNESDAY 15 APRIL	THURSDAY 16 APRIL	FRIDAY 17 APRIL	SATURDAY 18 APRIL	SUNDAY 19 APRIL
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TIP

These days, all help is more than welcome. Do you have time to spare? Maybe, you can help others.

UCLL PLANNER

DEADLINES AND TO DO'S 20 APRIL - 26 APRIL

Monday 20 April

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Tuesday 21 April

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Wednesday 22 April

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Thursday 23 April

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Friday 24 April

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Saturday 25 April

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Sunday 26 April

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You'll never walk alone

Gerry & the Pacemakers

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UCLL PLANNER

	MONDAY 20 APRIL	TUESDAY 21 APRIL	WEDNESDAY 22 APRIL	THURSDAY 23 APRIL	FRIDAY 24 APRIL	SATURDAY 25 APRIL	SUNDAY 26 APRIL
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UCLL PLANNER

DEADLINES AND TO DO'S 27 APRIL - 3 MAY

Monday 27 April

Tuesday 28 April

Wednesday 29 April

Thursday 30 April

Friday 1 May

Saturday 2 May

Sunday 3 May

The Times They Are A-Changin'

Bob Dylan

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UCLL PLANNER

	MONDAY 27 APRIL	TUESDAY 28 APRIL	WEDNESDAY 29 APRIL	THURSDAY 30 APRIL	FRIDAY 1 MAY	SATURDAY 2 MAY	SUNDAY 3 MAY
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TIP

Do you feel that you are not coping? You are not the only one, we can assure you. Talk about it. Together, we will get through this.

UCLL PLANNER

DEADLINES AND TO DO'S 4 MAY - 10 MAY

Monday 4 May

Tuesday 5 May

Wednesday 6 May

Thursday 7 May

Friday 8 May

Saturday 9 May

Sunday 10 May

What The World Needs Now

Dionne Warwick

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UCLL PLANNER

	MONDAY 4 MAY	TUESDAY 5 MAY	WEDNESDAY 6 MAY	THURSDAY 7 MAY	FRIDAY 8 MAY	SATURDAY 9 MAY	SUNDAY 10 MAY
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UCLL PLANNER

DEADLINES AND TO DO'S 11 MAY - 17 MAY

Monday 11 May

Tuesday 12 May

Wednesday 13 May

Thursday 14 May

Friday 15 May

Saturday 16 May

Sunday 17 May

A Change is Gonna Come
Sam Cooke

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UCLL PLANNER

	MONDAY 11 MAY	TUESDAY 12 MAY	WEDNESDAY 13 MAY	THURSDAY 14 MAY	FRIDAY 15 MAY	SATURDAY 16 MAY	SUNDAY 17 MAY
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TIP

Are you starting to get bored? Read on for some tips.

UCLL PLANNER

DEADLINES AND TO DO'S 18 MAY - 24 MAY

Monday 18 May

Tuesday 19 May

Wednesday 20 May

Thursday 21 May

Friday 22 May

Saturday 23 May

Sunday 24 May

Wish You Were Here
Pink Floyd

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UCLL PLANNER

	MONDAY 18 MAY	TUESDAY 19 MAY	WEDNESDAY 20 MAY	THURSDAY 21 MAY	FRIDAY 22 MAY	SATURDAY 23 MAY	SUNDAY 24 MAY
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UCLL PLANNER

DEADLINES AND TO DO'S 25 MAY - 31 MAY

Monday 25 May

Tuesday 26 May

Wednesday 27 May

Thursday 28 May

Friday 29 May

Saturday 30 May

Sunday 31 May

Here Comes The Sun
The Beatles

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UCLL PLANNER

	MONDAY 25 MAY	TUESDAY 26 MAY	WEDNESDAY 27 MAY	THURSDAY 28 MAY	FRIDAY 29 MAY	SATURDAY 30 MAY	SUNDAY 31 MAY
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TIP

A big hug right now would work miracles. Sadly, that is not possible right now. Instead, use FaceTime, Skype, video call. It is always nice to talk and see each other.

UCLL PLANNER

DEADLINES AND TO DO'S 1 JUNE - 7 JUNE

Monday 1 June

Tuesday 2 June

Wednesday 3 June

Thursday 4 June

Friday 5 June

Saturday 6 June

Sunday 7 June

With a Little Help From My Friends

Joe Cocker

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UCLL PLANNER

	MONDAY 1 JUNE	TUESDAY 2 JUNE	WEDNESDAY 3 JUNE	THURSDAY 4 JUNE	FRIDAY 5 JUNE	SATURDAY 6 JUNE	SUNDAY 7 JUNE
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UCLL PLANNER

DEADLINES AND TO DO'S 8 JUNE - 14 JUNE

Monday 8 June

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Tuesday 9 June

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Wednesday 10 June

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Thursday 11 June

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Friday 12 June

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Saturday 13 June

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Sunday 14 June

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Imagine
John Lennon

#musicgiveshope

UCLL PLANNER

	MONDAY 8 JUNE	TUESDAY 9 JUNE	WEDNESDAY 10 JUNE	THURSDAY 11 JUNE	FRIDAY 12 JUNE	SATURDAY 13 JUNE	SUNDAY 14 JUNE
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TIP

Does this situation take longer than expected? In that case, we will provide another planner. Let's hope it won't be necessary.

UCLL PLANNER

DEADLINES AND TO DO'S 15 JUNE - 21 JUNE

Monday 15 June

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Tuesday 16 June

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Wednesday 17 June

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Thursday 18 June

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Friday 19 June

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Saturday 20 June

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Sunday 21 June

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Always Look On The Bright Side Of Life
Monthly Pyton

#musicgiveshope

UCLL PLANNER

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UCLL PLANNER

DEADLINES AND TO DO'S 22 JUNE - 28 JUNE

Monday 22 June

Tuesday 23 June

Wednesday 24 June

Thursday 25 June

Friday 26 June

Saturday 27 June

Sunday 28 June

Walk On
U2

#musicgiveshope

UCLL PLANNER

	MONDAY 22 JUNE	TUESDAY 23 JUNE	WEDNESDAY 24 JUNE	THURSDAY 25 JUNE	FRIDAY 26 JUNE	SATURDAY 27 JUNE	SUNDAY 28 JUNE
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UCLL PLANNER

DEADLINES AND TO DO'S 29 JUNE - 5 JULY

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Tuesday 30 June

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Wednesday 1 July

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Thursday 2 July

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Friday 3 July

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Saturday 4 July

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Sunday 5 July

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What a Wonderful World
Louis Armstrong

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UCLL PLANNER

	MONDAY 29 JUNE	TUESDAY 30 JUNE	WEDNESDAY 1 JULY	THURSDAY 2 JULY	FRIDAY 3 JULY	SATURDAY 4 JULY	SUNDAY 5 JULY
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